

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

**Introduction**

Ezekiel Dennison, Jr., Director of Logistics Division

**Purpose**

These meetings are being held monthly to ensure coordination between the Personal Property Office, Finance Office, and the Line Office CFOs and/or representatives in the areas of:

- Property Balances
- Process and Procedures
- Inventory Status
- UPR Status
- Status of Projects

**Agenda**

The meeting covered the following topics:

- |                                     |  |
|-------------------------------------|--|
| • Status of Corrective Action Plans | • UPR (Unreconciled Procurements Report) |
| • Audit Calendar                    | • Inventory                              |
| • Reports                           | • Audit Issues                           |
| – Financial                         | • Upcoming Projects                      |
| – Operational                       | • Training                               |
| • Property Managers                 | • Sunflower Update                       |
| • HQ's Contact for each Line Office | • Heritage Assets                        |
|                                     | • Status of Tasks                        |

**Corrective Action Plans (CAPs)**

The first topic of the meeting was the status of Corrective Action Plans (CAPs). CAPs are NOAA's response to findings or Management Letter Comments (MLCs) from the annual financial statement audit. CAPs detail the steps that NOAA will take to address the MLCs. Details for each CAP are provided in the back of the Line Office Operational Reports and are available on-line at the NOAA web site.

As a result of the FY 2004 financial statement audit, NOAA had seven MLCs related to Personal Property. NOAA has completed two of the seven CAPs and made continued progress on the remaining five CAPs. The seven MLCs are listed below:

- Management Letter Comment (MLC) #4 – Certification of Annual Inventory of Capitalized Property (Line Offices) – *inventories being sent out this month.*
- MLC #5 – Modify Sunflower to calculate depreciation correctly - *completed*
- MLC #6 – Ensure proper testing of modifications to Sunflower - *ongoing*
- MLC #7 – Timely submission of documentation to Property Office (Line Offices) - *ongoing*
- MLC #8 – Fill vacant supervisory positions within the Property Office – *selection process.* The Branch Chief position has been advertised and is in the selection

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

process. The Financial Support position will be advertised later. Supply manager, Thomas Dicker, has been hired and begins at the end of the month.

- MLC #9 – Monthly meetings between Personal Property, Finance Office, and CFOs and/or Line Office Representatives - *ongoing*
- MLC #17 – Compare Bills of Lading to items shipped (NLSC) – *completed*

### **Audit Calendar**

The next topic of the meeting was the audit calendar, which can be located on the NOAA Personal Property website at [http://www.pps.noaa.gov/audit\\_calendar.html](http://www.pps.noaa.gov/audit_calendar.html). The calendar details dates that are important in order to comply with the deadlines established by Finance. The calendar includes dates of when supporting documentation is due to Personal Property and when reports are due to Finance.

Inventories are due in the month of June, as follows:

- |                         |                       |
|-------------------------|-----------------------|
| • Deferred Maintenance  | June 1 <sup>st</sup>  |
| • Capitalized Inventory | June 2 <sup>nd</sup>  |
| • Depreciation          | June 2 <sup>nd</sup>  |
| • Contractor Held       | June 2 <sup>nd</sup>  |
| • Heritage Assets       | June 16 <sup>th</sup> |

For the **Deferred Maintenance** inventory, please note that this is a quarterly report requirement that must be done internally. An annual memo should be distributed along with reminders from Property Managers (PMs). For **Contractor Held** inventory, the distribution is different this year. The inventories were sent directly to the COTR. A NOAA custodian needs to be assigned to the contractor held property for tracking purposes.

It was suggested that the Property Managers be included in the process of distributing all of the inventory materials so that they can monitor progress within their organizations. This was already being done with respect to the inventories of capitalized properties. Brian stated that the Property Office will advise the Property Managers of non-compliance. A recommendation for creating a NOAA checklist to include who received inventories by line office was proposed.

Additionally, on the 10<sup>th</sup> of every month supporting documentation is due to the Personal Property Office. **Reports of property transactions received after the 10<sup>th</sup> will not be included in Sunflower until the next month after the reports have been run.**

The timeline for this year's audit was discussed. KPMG will be examining third quarter data and have begun internal control assessments. Zeke Denison emphasized that the auditors are here, and NOAA needs to make sure to meet the auditors' needs and requirements.

### **Reports**

The reports were the next topic of the meeting.

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

***Financial Reports***

Personal Property currently provides financial reports to the Finance Office on a monthly and quarterly basis. The monthly reports reflect the month's activity whereas the quarterly reports reflect year-to-date activity. These reports detail the capital assets of NOAA by major asset category (Aircraft, Ship, ASOS, NEXRAD, etc.). There is a summary of the acquisition cost that shows the beginning balance of the asset category and any prior period adjustments, any current period adjustments, any additions, and any deletions to arrive at the ending balance of the asset category. Also included in the reports are the details for the Unreconciled Procurements Report (UPR) and the details for the government furnished assets.

The Financial reports for the month of May were provided to Finance electronically on May 19, 2005.

***Operational Reports***

The operational reports are similar to the financial reports; however, they detail only the assets for a particular Staff/Line Office. The Operational reports by Staff/Line Offices (S/LO) as of May 15, 2005, were provided in this meeting.

We added three new tabs to the Operational reports provided this month. Tab 19 was inserted to display the Corrective Action Plans. Tab 20 was inserted to display the Responsibilities of S/LO. The third tab added was Tab 21, which lists the Property Custodians (PCs) and Property Accountable Officer (PAOs) for each S/LO.

**Break-out of OFA**

We plan to break-out Office of Finance and Administration (OFA) to coincide with the new realignment along functional business lines for the June reports as long as the new CAMS Organization Codes are established by that time. OFA will be broken out into:

- Acquisitions and Grants Office (AGO)
- Chief Administration Office (CAO)
- Chief Financial Office (CFO)
- Chief Information Office (CIO) Not a part of OFA now – has separate org codes now. The OFA CIO currently in CAO will need to be broken out and moved to OCIO.
- General Counsel (GC)
- Program Analysis & Evaluation (PA&E)
- Workforce Management (WFM)

We are waiting for the Department Organization Order to be approved by the Department's Office of General Counsel. Once this happens, the Office of Workforce Management will be able to create the CBS Organization Codes that will be used to identify the new organizations to Sunflower.

An informational paper was provided during the meeting that detailed the status of the new CBS organization codes. (See Attachment A.)

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

A demo of the Date Comparison Report has been created. The report will be provided at a later date.

**Matrix of Missing Documentation**

NOAA Personal Property, with the help of Ernst & Young, reviews folders created to document capital assets. The Matrix of Missing Documentation presents the results of the review: identifying missing documentation, any errors or issues with the existing documentation, and any errors or issues with the record of the asset in Sunflower. This matrix will be updated periodically and is posted on the personal property web site.

The following S/LO have missing documentation due to the Property Office:

- MAO (1 barcode):
  - Missing capitalized inventory for CD0000433325 (NOAA ship Gordon Gunter)
- NFA/CAO (1 barcode):
  - Missing receiving report for CD0001278359 (Canon CLC 5000)
- NMFS (1 barcode):
  - Missing capitalized inventory for CD0000790664 (Master Site License)
- NOS (1 barcode):
  - CD509 not signed, and discrepancy noted between acceptance date of 5/6/2004 and one invoice shipping date of 5/7/2004 for CD0000790934 (Autonomous Underwater Vehicle (AUV))
- NWS (5 barcodes):
  - Missing copy of contract for CD0000414274 (AWIPS)
  - Missing copy of contract for CD0000694121 (AWIPS)
  - Missing copy of contract for CD0001401604 (AWIPS)
  - Need to obtain revised Lease Determination Worksheet based on actual acceptance of August for CD0001401604 (Air Quality Forecast System Augmentation Back-up (NCEP)). Coordinate with Procurement Office to revise the worksheet.
  - Missing invoices, receiving report, purchase order/contract, and depreciation accounting for CD0001459039 (STK Tape System)
- OAR (3 barcodes): It was noted that all unaccountable documentation may be obtained from the Princeton, NJ location.
  - Missing receiving report for CD0000821783 (Powderhorn 6000 Cart/450 EPH)
  - Missing receiving report for CD0000824909 (SGI Altix Cluster LSC)
  - Missing receiving report for CD0001401841 (Content Management System)

**Property Managers**

As part of the corrective action plan in response to MLC #7, each L/SO is required to appoint a property manager (PM) and an alternate. L/SO need to name the person formally, in writing. This person will be responsible for the coordination of all property management efforts for their L/SO, including:

- Ensuring that purchases of accountable property are reported within 10 days of acceptance;

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

- Assisting CWIP managers to ensure that capitalized property is reported as soon as possible after the asset is ready for use;
- Coordinating the annual/specialized physical inventories
- Assisting with disposal of excess property; and
- Working with personnel within their Line Offices to resolve outstanding unreconciled payments appearing on the UPR.

The following personnel have been identified as principal Property Managers:

- Bernadette Foreman, NESDIS
- Christina Heyse, NWS
- Robert Ziobro, NMFS
- George Ann Stansbury, NOS
- Jeanette MacDonald, NMAO
- Judy Mickens, CAO
- Betty Hess, OAR
- Janice Long, WFM
- Regina Jackson, GC
- Barbara Beasley, CFO
- George White, DUS
- Carol Christian, AGO

The CIO Property Manager position is still outstanding, although the hiring action is in place.

The following offices have identified alternate Property Managers:

- Rhonda Perry, NMFS
- Tim Daley, DUS
- Denise Tyler Littleford, AGO
- Deborah Martin, OAR
- Cynthia Burley, CAO

We are **missing alternates** for the following Line Offices:

- CFO
- CIO
- GC
- NOS
- NWS
- WFM
- NMAO
- NESDIS

**Headquarters Contacts**

Below is a list of the Line Offices with the associated Headquarters personnel who are assigned to address property issues related questions related to that Line Office:

- NOAA Research

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

- Steven J. Bernstein
- NESDIS
  - Steven J. Bernstein
  - Holly E. Turri
- NOAA Weather & Climate
  - Holly E. Turri
  - Doreen A. Kaduri
- NOAA Ocean Service
  - Barbara Carson
- Heritage Assets
  - Lynette Joynes
- NOAA Fisheries
  - Gregory Joseph
- NOAA Finance & Admin.
  - Jennifer Foster
- NOAA Marine & Aviation Ops
  - Jennifer Foster
- Deputy Under Secretary
  - Jennifer Foster
- Inventory
  - Larry Oates
  - Ryland Pine
- UPR
  - Melissa Nelson
- Support
  - Paul Myers
  - Derek Jones
- Norfolk,
  - Richard Winn (RPM)
  - Robin MacMillan
- Boulder
  - Rudy Nunez (RPM)
  - Sheila Hensley
- Kansas City
  - Gilly Elsea (RPM)
- Seattle
  - Elizabeth Valezona (RPM)
  - Kim Hutchinson

**UPR**

NOAA has adopted the internal rule which states that object class codes beginning with 31 will be used only when acquiring accountable personal property. (See <http://www.pps.noaa.gov/acctobj.htm> for definitions of accountable property and object class codes.) Therefore, the assumption is that if a payment was made in the finance system using object class code 31, there should be a corresponding record in the property system. There are

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

exceptions to this rule. (See <http://www.pps.noaa.gov/Training/UPR.htm> for the fact sheet on UPR.) If a LO cannot account for personal property, the LO must fill out a CD 52 to resolve outstanding items on the UPR.

Once a week, a file is captured out of CAMS of all payments against object class code 31 for items other than purchase cards. Purchase card payments are captured out of CAMS once a month. These files are sent to a server that adds these records to those previously existing UPR and displays them on the NOAA Personal Property Web Site. (<http://www.pps.noaa.gov> ).

NOAA Personal Property was able to break-out the UPR by fiscal year, by line office, and by regions. Graphs were included in the Operation Reports illustrating the current status of the UPR for each Line Office by region. Other graphs illustrated progress made over that past few weeks on bringing the amount of unreconciled property down.

The FIMA UPR was presented. Melissa Nelson is currently in Seattle concentrating on the FIMA UPR for Seattle and Fisheries. As of 5/25/05, significant progress has been made with UPR balances for Seattle down to \$360,000. Additionally, there is currently a hiring action for another personal property representative in Seattle.

It was noted that NOS had \$1.8 million dollars on their UPR; however, they noted that approximately \$700,000 relates to the two launches that are being acquired for the NOAA vessel, Thomas Jefferson, which belongs to NMAO. George Ann Stansbury, Property Manager for NOS, and Jeanette MacDonald, Property Manager for NMAO, agreed to coordinate the addition of these launches to the property system.

Dalena Saling White, the representative from the CIO, stated that her office has created a draft policy for entering property into Sunflower in a timely manner.

Recommendations to lower the UPR include: ensure that a CWIP code is used on appropriate projects, and timely submission of documentation to the Property Office. Additionally, encouraging clients to write the applicable barcodes on a copy of the UPR and submitting it to the Property Office will help lower UPR totals.

**Brian also explained that if an organization has a UPR and cannot match it up after conducting an inventory, that organization should file a CD-52 'missing property' report to remove the monies from the UPR.**

The object class code 315X should be used when buying items for non-NOAA entities; i.e., items that will not belong to NOAA. Such payments will be removed from the UPR immediately.

### **Inventory**

There are a couple of types of inventory performed by NOAA. There is an Annual Physical Inventory. The primary purpose of a physical inventory is to determine if the Property Custodian/Asset Center Representative (PC/ACR) can account for all items of property on the

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

Custodian's inventory list so the organization can reconcile the physical property with the property records and the financial records. The schedule for the physical inventories can be found at <http://www.pps.noaa.gov/invensch.htm>.

Second quarter inventories were due March 25. This included the inventories for NOS nationwide, NMAO nationwide, the NWS in the Eastern and Central Regions, and OAR in the Mountain Region. Larry Oates is overseeing the effort to close these out.

The status of first and second quarter inventories is as follows:

- Boulder:
  - CAO, OIG, NESDIS, OAR completed
- Kansas City:
  - CAO, NLSC, GLERL, NRC, NWS, NESDIS completed
  - NMFS (1<sup>st</sup> quarter) – 1 outstanding
    - 54013C062 - **David Senn, NMFS Miami, FL (supervisor will not permit inventory to go forward) Fishery's Property Manager will investigate and provide feedback.**
  - NOS (2<sup>nd</sup> quarter) – 1 outstanding
    - 5410DC300, NOS Beaufort, NC
- Seattle:
  - CAO, NESDIS, NOS completed
  - NMFS (1<sup>st</sup> quarter) – 5 outstanding
    - NWR: 54006W016-no extension requested, located in Seattle, WA
    - Two offices in Portland, Oregon requested extension March 1, 2005 due to office moved Email reminders were sent out:
      - 54006W020- Portland, Oregon
      - 54006W310- Portland, Oregon
    - SW FISHERIES ENFORCEMENT LONG BEACH, CA: 54020W274 - asked for extension, tied up with other duties
    - SWC PACIFIC GROVE, CA : 54013W045
  - NMAO (2<sup>nd</sup> quarter) – 9 outstanding
    - PACIFIC –
      - 54001W051-OPERATIONS DIV
      - 54001W305-HONOLULU PORT OFFICE
      - 54001W052-FACILITIES
      - 54001W054-MARINE ENGINEERING DIV
      - 54001W055-MISSION SUPPORT
    - VESSELS –
      - 54001W068 NOAA SHIP RAINIER
      - 54001W053 NOAA SHIP MCARTHUR II
      - 54001W065 NOAA SHIP FAIRWEATHER
      - 54001W056 NOAA SHIP OSCAR SETTE
      - Note, **in previous years the former PAO has requested to reschedule the inventories on 3rd QUARTER** (as the vessels are



**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

in port around first week of June), but this time, the new PAO did not asked for it.

- Norfolk:
  - NMFS (1<sup>st</sup> quarter) – all but Woods Hole outstanding
  - 2<sup>nd</sup> quarter – Property office has not initiated any inventories
- Headquarters:
  - OAR, NOS, NMAO completed
  - NESDIS (2<sup>nd</sup> quarter) – 8 outstanding
    - Per Bernee Foreman, the 8 outstanding asked for extensions, which she provided them. They should be in within the next week.

It was suggested that in order to decrease outstanding and/or late inventories, PMs should be notified of the inventories that went out each quarter and the status of those inventories and that PMs should follow-up on late inventories. Any extensions must be approved by the Property Accountability Officer. The status of each Line Offices' inventory was provided behind Tab 18 in the Operational Reports distributed at the meeting. NFA will be inventoried and separated in the future based on the new realignment.

Zeke Dennison stated that plans are under consideration to conduct a wall-to-wall inventory of the NOAA facilities in FY2008.

In addition to the annual physical inventory, there are five special inventories of capitalized property with the due dates as follows:

- |  |           |
|--|-----------|
| • Certified Inventory of Capitalized Property  | June 2nd  |
| • Capitalized Property Depreciation Accounting | June 2nd  |
| • Government-Furnished Equipment               | June 2nd  |
| • Heritage Assets                              | June 16th |
| • Deferred Maintenance                         | June 1st  |

Copies of the memos calling for the five special inventories were provided during the meeting. (See Attachment B.)

It was suggested that the inventory status be communicated to the Property Managers, especially the late ones.

**Audit Issues**

Listed below are the capitalized assets that NOAA Personal Property believes have been acquired; however, all the required supporting documentation **has not been provided**:

- NPOESS (National Polar-Orbiting Operational Environmental Satellite System (of the USA)) - NESDIS
  - Waiting on NPOESS to finalize agreement. It is anticipated that this item will be a 50/50 split with the Air Force, but won't be capitalized until 2018. The Air Force status is currently being discussed with KPMG.
- ORDA (Open-source Radar Data Acquisition) – NWS

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

- February 2005 – Ernst & Young will be reviewing the documentation received.  
Please note that this asset has not been accepted yet.
- One item resolved since April

NOAA Personal Property needs the Line Offices' help to identify any other future transactions related to property so that we can be proactive in accounting for those assets.

**Upcoming Projects**

In addition to the above-mentioned assets, below are assets that are expected to be acquired during this fiscal year. NOAA Personal Property needs the help of the Line and Staff Offices and their Property Managers to provide us with some information about these assets.

- GOES Data Archive – NESDIS
  - September 2005
- GOES N (Satellite) – NESDIS
  - Expected to be launched June 23, 2005
- IJPS (Initial Joint Polar System)  
NOC/Communications – NESDIS
  - Pending acceptance of NOAA N/18, awaiting handover.
- NOAA N/18 (Satellite) – NESDIS
  - Launched May 20, 2005, awaiting handover.
- NSOF (NOAA Satellite Operations Facilities) Network Core (Data Communications Network for the move to the new Suitland building) – NESDIS
  - Unknown date, although a meeting has been established for June 6, 2005, to discuss vendor options due to vendor bankruptcy.
- Software for Advanced Front End Processors – NESDIS
  - Expected acceptance date at end of June 2005
- SOCC Workstations – NESDIS
  - August 2005
- Law Enforcement Records Mgmt Software - Fisheries
  - June 2005
- SuperComputer Upgrade - OAR (Boulder)
  - Need expected date.
  - This procurement will be signed this year, but delivery is not expected until early FY 2006
- Aircraft Regulatory & Safety Upgrades – NMAO
  - September 2005
- Fairweather – Missing Documentation Matrix #A2 pertaining to the value reported on the NOAA Form 37-6 – NMAO; Nick Bayer is working on a revised 37-6.
  - June 2005
- McArthur II / Nancy Foster / Oscar Sette – NMAO
  - September 2005
- McArthur (Vessel) transfer to Marshall Is. – NMAO
  - Waiting on Congress
- Oscar Dyson (Vessel) – NMAO
  - May 27, 2005

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

- Thomas Jefferson Modification – NMAO/NOS
  - July 9, 2005
- TurboCDR (Aircraft) – NMAO
  - Expect to begin disposal process in Summer 2005
- Grants on Line – AGO (*new*)
  - October 1, 2005

Additionally, there are a couple of items that will be added to Norfolk within the next month. Information will be passed along as obtained.

The CFO Organization is trying to determine if the Grants on Line project will be operational. According to Michael Nelson, it will not be accepted until Phase III is completed. Concern was expressed during the meeting that the Grants On Line system is already operational and in use, and therefore, should be accounted for in Sunflower. It was pointed out that the system is not actually receiving input from grantees on-line at this time. While reports are being generated, the data is being entered manually.

If there is any other procurement forecasted to occur, please provide NOAA Personal Property with information to help facilitate the accounting of that property.

**Training**

Property is trying to locate funds from Line Offices to fund training for Property Custodians and Accountability Officers who have not received training. Fisheries' is currently refining a list of people who need training to identify the requirements within their group.

It is anticipated that a recorded training session will be available in the future, allowing users to take the session at their own pace. Property is collaborating with Workforce Management to set up an eLearning course. We're expecting to have a PAO course available by the end of June. It is not anticipated that Custodian training will be available soon.

**Sunflower 3.8 – Naming Convention**

A new version of Sunflower has been announced. This version will enable NOAA to change some of the field names within the system.

The schedule for implementation of the new version of Sunflower is as follows:

- Roll-out: May 25
- Receive CD-ROM: no later than May 27
- Identification of changes: Completed
- Installation of Upgrade: end of June
- Change field names: end of July

The results from a survey sent out via e-mail were received about what to name 15 different fields in Sunflower. Over 750 surveys were sent out and approximately 60 responses were received. NOAA will re-poll six months after the implementation of the changes.

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

A copy of the proposed Sunflower changes was provided during the meeting. (See Attachment C.)

Sunflower is limiting the level of the next roll-out to version 3.8 instead of version 4.0 because some of the changes they intended to incorporate in the software will not be ready in time to meet their timetable. These changes will, however, not impact the changes to NOAA's naming conventions.

**Heritage Assets**

A copy of the Heritage Asset Photo Catalog was published on the Property web site at the following link: [www.pps.noaa.gov/Heritage/index0001.html](http://www.pps.noaa.gov/Heritage/index0001.html). We encourage photos to be submitted for inclusion on the web. If no photo is received, the asset will not be included in the catalog. In addition, please review the assets in the catalog to verify the history and description. NOAA is encouraged to work with the Presidential directive and "Preserve America" initiative for the preservation and display of all Heritage Assets. This is intended to help underdeveloped areas of the U.S.

**NWS has heritage assets in two storage sheds in Kansas City** that decisions will need to be made regarding their disposition. Hopefully, some place can be found to display these assets.

It was pointed out that if organizations have Heritage Assets, the organization should be expending the effort to maintain those assets and not allow them to deteriorate.

**Status of Tasks**

A review of tasks completed, tasks in progress, and tasks to be completed in the future was provided.

All May financial reports and operational reports have been completed. The following programmed improvements to Sunflower have also been completed: current period depreciation schedule and journal entries for depreciation.

Tasks underway include the effort to resolve the FIMA UPR. A follow-up with Line Offices and Property managers on issues identified during the above property folder review (Matrix of Missing documentation) is being conducted. Additionally, we are continuing improvements to monthly and quarterly reports; based on feedback, the necessary revisions are being made. Also, the Line and Staff offices need to provide names of alternates to the designated Property Managers.

Training is still underway as well as hiring issues. The following positions are still open: Personal Property Branch Chief, and Financial Accountant. The Supply Manager position has been filled by Thomas Decker, who will begin at the end of the month.

Sunflower improvements still in progress include:

- Revisions (formatting changes) to existing monthly and quarterly reports
- Develop a schedule of projects for the rest of the year

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

- Current period depreciation adjustments – GL data file
- For all the above program improvements:
  - Develop test plan
  - Test program
  - Test results

Finally, recommendations are being made for improvements to business processes as the result of site visits to the regional offices. A composite of all site visits has been completed by Heather Hirzel for review.

Tasks to be completed include the following:

- Automation of the reconciliation of UPR
- Monthly mini audits focusing on
  - Review of property folders
  - Review and analyze monthly and quarterly reports
- Submission of Reports for Deputy Undersecretary (Jack Kelly), Finance, and Line Offices.

**Agenda Items for Next Meeting**

If there are agenda items that the staff/line offices would like addressed in these monthly meetings, please provide them to Personal Property. You may email your suggestions to [brian.g.mason@noaa.gov](mailto:brian.g.mason@noaa.gov).

**Comments and Questions**

It was recommended that the 12<sup>th</sup> floor conference room be utilized for June's meeting because it would provide more room. Zeke Dennison disclosed that the 8<sup>th</sup> floor conference is scheduled for renovations. The conference schedule should be available to all through Netscape. The CIO is currently working to make sure that all conference room have access through the software.

Additionally, Bernee Foreman requested the possibility for having the five inventory memorandums distributed earlier next year to avoid holiday deadlines. She also asked about the possibility of merging the depreciation and capitalized memos. Bernee Foreman also noted that the lists of PCs and PAOs that were included in the books may be incomplete because her list was missing at least one person. Zeke Dennison stated the Personal Property Branch will send out earlier next year.

**Attendees**

Zeke Denison CAO/Logistics Division,  
Donald Stills, PPB  
Chuck Kilgore, CFO  
Delores Frazier, NWS/CFO  
Heather Hirzel, EY  
Andrea M. Hernandez, EY  
Ilissa Blech, NESDIS  
Brian Brown, NESDIS

**NOAA Personal Property  
Status Meeting with Line Offices  
May 26, 2005 at 11:15 a.m.**

Berne Foreman, NESDIS  
George Ann Stansbury, NOS  
Rhonda Perry, NMFS  
Brian Brown, NMFS  
Dalena White, OFA  
Gina Jackson, GC  
Jeanette McDonald, NMAO  
Derek Jones, PP  
Paul Myers, PPB  
Glenn Davis, PPB  
Janice Long, WFM  
Bob Ziobro, NMFS  
Christina Heyse, NWS  
RJ Dominic, CFO  
Brian Mason, PPB  
Mary Manoogian, OAR

**Date and Time of Next Meeting**

The next meeting is tentatively scheduled for June 30 @ 11 a.m. at SSMC 4, Room 8150.